

POSITION DESCRIPTION

PD Tracking Number WW0M880
Series, Title and Grade 1670 Equipment Specialist GS-11
Department Master PDs

Introduction Statement

This position description is designated with a Cybersecurity Data Element Code 000,000,000 updated based on requirements as indicated in the NICE Cybersecurity Workforce Framework: November 2, 2016.

Security Level 5 - "Moderate Risk" MBI, 5 Non-Sensitive, Public Trust, Tier 2, MBI

This is a copy of Master PD #M880.

This is a developmental pd.

M878 - Equipment Specialist, GS-1670-12 (Full Performance Level)

M880 - Equipment Specialist, GS-1670-11

Incumbent serves as provides support and assistance to the technical authority in the development, design, evaluation, application, inspection and testing of HVAC and other mechanical systems and related equipment.

Major Duties

The incumbent works in a developmental capacity and assists a senior Equipment Specialist in the evaluation of nationwide policies, programs. Performs assigned projects to ensure improvements and support the validation of HVAC equipment systems. Gathers data and performs support functions to ensure compliance with maintenance policies and procedures of maintenance contractors' preventive maintenance programs with an emphasis on utilizing the National Computerized Maintenance Management System (NCMMS).

Serves as developmental technical assistant and ensures proper operation, care, servicing, and repair of building systems and equipment in GSA-owned buildings and GSA-operated buildings under lease. Provides technical assistance to PBS customer service centers to assist in the accomplishment of program goals in the maintenance management programs.

Gathers data and coordinates activities to ensure the implementation of special program modifications within regional office facilities. Helps in inspecting and troubleshooting installed HVAC systems and other related mechanical systems and equipment in Federal facilities.

Assist in the development of short term and long-range plans for the accomplishment of program goals and objectives involving changing policies and procedures and limited resources.

Coordinates activities to ensure preventive maintenance and calibrations are performed in accordance with manufacturer specifications. Facilitates work and provides assistance in the development of Independent Government Estimates (IGE's) and Scopes of Work (SOWs) related to HVAC and other related building systems.

Assists in coordinating and facilitating ongoing programs for the purpose of evaluating Regional Energy and maintenance management procedures. Inspects all building systems and components to ensure that equipment and systems are in sound/stable condition and capable of operating at specific performance levels. Collaborates with others and coordinates performance profile surveys, equipment inspections, technical troubleshooting, maintenance evaluations, and workload analysis. Recommends improved

procedures, and systems to reduce costs without impairing effectiveness. Performs routine analysis and recommends both basic cost proposals for systems and equipment.

Makes recommendations and collaborates with customer service center representatives in cases of emergencies and makes recommendations regarding the cause and/or failure in mechanical equipment and/or building support equipment and/or building services. Responsible for gathering data and related information surrounding deficiency reports and equipment malfunction reports.

Supports a senior Equipment Specialist and recommends solutions to routine, operational, maintenance, or repair problems. Recommends disposal of items to be replaced.

Gathers data and workload documentation to support facility operations to ensure conformance with current guidelines. Supports work to establish a basis for determining funding and/or staffing levels for GSA-owned or operated facilities throughout the Region. As directed, coordinates revisions when required by a change in workload inventory or production standards.

Gathers and summarizes workload documents, special requirements, geographical considerations, and market conditions to assist in determining the most efficient and effective method to contract for building services. Provides relevant workload information to senior equipment specialists to help determine staffing changes related to existing contracts.

Provides input and support for the analysis of cost and work measurement reports for building and building envelope systems and/or equipment. Collaborates with various staff to coordinate contract specifications for operation and maintenance, full maintenance, or commercial facility management type contracts. As required, makes recommendations for program funding with customer service center operations in all Government owned and leased buildings.

Provides routine technical assistance to customer service centers by facilitating responses generated by technical equipment staff. Provides support for directives and inquiries related to associated programs, specifically building automation systems (BAS) and the Energy Management Systems. Coordinates activities to ensure effective maintenance work inspections.

Gathers data and supports the technical representative in collaborations with Contracting Officer (CO) or COR for operations and maintenance, full maintenance, or commercial facility management contracts.

Provides support in the development of evaluation criteria performed to ensure the effective evaluation of proposals and the preparation of reports to support sound, objective recommendations for the selection of contractor(s) from firms submitting proposals.

Performs routine technical work and may be required to provide assistance to team members on biannual customer service center evaluations and annual delegated building inspections. Facilitates non-complex work on the Building Assessment Tool (BAT). Coordinates work to support the annual BAT survey and assist in developing the 5-year R&A plan. Makes recommendations and provides support for the evaluation of the operation, maintenance and energy conservation programs within the customer service centers being evaluated

Facilitates work and collaborates with various senior engineering and trades workers to coordinate the inspection of equipment and systems work related to such trades as heating, ventilating, air conditioning, high/low voltage electrical, carpentry, painting, masonry, sheet metal work and related trades.

Provides support for the completion of inspection reports and makes recommendations for the resolution of non-complex problems involving Building Mechanical and Equipment Systems, lack of personnel, materials, poor workmanship, conditions in need of repair, additional training requirements, and various other related concerns.

Primary Factor Level Statements

Factor 1	Knowledge Required by the Position	Factor Level 1-7	1250 pts.
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Knowledge of the equipment services practices and procedures used in the overhaul, maintenance, modification and repair of building equipment and related mechanical systems to collaborate with others and to assist higher graded technical staff.

Knowledge of GSA regulations, directives, orders, handbooks, desk guides and policy; Federal Acquisition Regulation (FAR); fire and safety regulations; OSHA and EPA regulations and directives necessary to assist in the performance of Equipment services and related functions and activities.

Ability to interpret biannual customer service center evaluations and annual delegated building inspections to assist a senior equipment specialist in work associated with the Building Assessment Tool (BAT).

Knowledge of various building management program areas such as: facilities operation, maintenance, and energy conservation to assist a higher graded senior equipment specialist in performing developmental equipment services and related work.

Ability to facilitate projects to ensure effectiveness in inspecting and analyzing technical work functions, coordinating, or updating policies and programs related to equipment and facilities management activities.

Skill in facilitating work functions surrounding inspecting, troubleshooting, improving and/or validating installed and existing HVAC and other equipment and mechanical systems in Federal facilities.

Ability to provide support to ensure the validity of operations and maintenance policies and procedures of maintenance contractors, preventive maintenance programs and related functions.

Skill in utilizing the Computerized Maintenance Management System (CMMS), or an equivalent computerized maintenance system to perform and/or assist others in the performance of technical and/or related functions.

Knowledge of primary manufacturers of assigned equipment and other sources of supply to make recommendations and to facilitate related processes.

Ability to collaborate with technical staff and to provide support for inspecting carpentry, painting, masonry, sheet metal work and work in related trades.

Skill in gathering data to use to support findings in inspection reports or to make recommendations for the resolution of non-complex problems involving Building Mechanical and Equipment Systems, lack of personnel, materials, poor workmanship, conditions in need of repair, the need for additional training requirements, and various other related concerns.

Ability to communicate orally and in writing to collaborate with persons with various technical backgrounds and levels of experience.

Ability to establish and maintain effective working relationships to provide support and to make recommendations regarding various technical work processes.

Factor 2 Supervisory Controls**Factor Level 2-4****450 pts.**

The supervisor provides the overall objectives and assignments and the procedures to be used to obtain the desired results. Incumbent is responsible for researching information and for carrying out the assignment, coordinating work with others as necessary, and interpreting policy on own initiative in terms of established objectives. Although the supervisor and/or higher graded staff provides general guidelines, the incumbent determines the approach and methods to use when performing equipment specialist work. The incumbent's judgment is accepted as technically sound. Completed work is reviewed from an overall standpoint in terms of results based on program goals and requirements.

Factor 3 Guidelines**Factor Level 3-3****275 pts.**

The incumbent uses a wide variety of Federal and GSA policies, regulations, precedents, and work directions; however, a senior technical expert provides guidance regarding the application of available guidelines and/or to provide additional assistance. The incumbent uses judgment to provide assistance, and to interpret available guidelines to specific problems or issues.

Factor 4 Complexity**Factor Level 4-4****225 pts.**

Assignments are varied and require consideration of many variables. A higher graded staff member provides assistance with more complex functions. All variables must be researched and considered to determine the optimum course(s) of action. Incumbents may work with extremely old, completely new, or extensively modified components/systems for which little technical experience, information is available. There are virtually no recurring assignments since requirements may often change so a higher graded staff provides assistance and guidance as needed.

Factor 5 Scope and Effect**Factor Level 5-4****225 pts.**

The incumbent performs work which requires them to provide support in analyzing and solving a variety of conventional problems or issues involving one or more types or categories of equipment, facilities, or services. Work affects the design or operation of services, systems, programs, and/or equipment.

Factor 6/7 Personal Contacts/Purpose of Contacts**Factor Level 6-3/7-C****180 pts.**

Contacts are with Regional GSA officials; staff personnel; contracting officers and specialists; private sector contractors; customer service center managers, maintenance work inspectors, maintenance workers; Central Office program personnel; other regional employees; and with employees of other Federal agencies.

The purpose of contacts with customer service center personnel is to assist them in complying with operation, maintenance, equipment, repair, safety, and fire laws, regulations, and procedures. Contacts are also required to coordinate evaluation activities; respond to customer requests; and to ensure customer service center's effectiveness in executing GSA facilities, operations, and programs. Contacts with other Federal agency personnel are to discuss and gather data and to negotiate non-complex issues.

Factor 8 Physical Demands**Factor Level 8-1****5 pts.**

Work requires walking, kneeling, crouching, stooping, climbing ladders, and at times being in awkward positions while inspecting equipment and facilities.

Factor 9 Work Environment**Factor Level 9-1****5 pts.**

The work is done in both an office setting and outside in areas that are drafty, cold, or hot, and/or poorly lighted. This position may require travel.

Factor Points Total 2615

Position Classification Standards Used

Job Family Standard for Administrative Work in the Equipment, Facilities, and Services Group, 1600,
May 2003

OPM, AAGEG dtd 8/90